Individual Development Plan for the Outreach Specialist GS-343 in FWMA FPL 11

Instructions

This is an Individual Development Plan (IDP) for professional employees in the Biological Sciences job series (0400) position. Complete the IDP following these steps:

1. **Employee Development and Career Goals.**

   The employee should complete the short and long-term development and career goals on the first page of the plan.

2. **Record of Training**

   This section is used by the supervisor to plan and record the training needed by the employee to fulfill their short and long-term career goals and required training as outlined in the IDP.

3. **Review the "List of Competencies Needed for this Position" and make appropriate additions.**

   The list of competencies provided in the first column are considered core requirements. Note: This list of competencies was developed based on FWS Leadership Development Guidelines, Federal Qualification and Classification guidelines for Biological Sciences positions, and the Fisheries Workforce Planning Team.

   Review this list and add any additional competencies unique to the position. The competencies on the list can be customized to the needs of your office or organization.

4. **Conduct Assessment of the employee's Current Skill Level.**

   Use the competencies listing from Step 3 and conduct the following assessment:

   - Review the employee's application for applicable experience and training.
   - Conduct an interview with the employee to determine which of the competencies they already possess.

   Based on the assessment process (review of past experience/training, observations, and interview with employee) record your findings for each competency by selecting "Yes" or "No" in either the *Already Possesses*

Competency, *Further Observation/Practice Needed* columns and in the *Training Required* column.

5. Determine a method of training and a training time frame.

Your employee should be provided some training and/or exposure to each of the competencies listed unless they already possess this skill. Determine what type of training is needed for the employee to become competent. It could be On- the-Job Training (OJT), a detail, an actual training course or a combination of methods. You can refer to the training matrix in the NCTC Catalog of Training for a list of recommended courses and the competencies related to each course, or you can use the drop down menu in the following form to select NCTC training classes for each competency. Also, for each competency, insert a time frame for the training to occur in the Projected Training Dates column. Once the training is completed, mark the date in the Date Training Completed column.

Methods of training:

OJT: On the job training. This includes normal duties as well as special assignments that will give the employee the skills and knowledge needed for successful performance in the position. The employee should be coached by a knowledgeable and skilled individual.
Details: Temporary assignments to another location and/or position to gain specific knowledge and/or experience. The supervisor should debrief the employee after each assignment to confirm the learning experience.
Courses: Formal training courses are available from the National Conservation Training Center (NCTC), Department of Interior University, The Graduate School - USDA, local colleges, and commercial vendors. Again the supervisor should debrief the employee after each training event to determine what learning occurred.
Satellite Broadcasts: A variety of topics are available from the Conservation Training Network (CTN) through NCTC.
Computer and Web-Based Learning: Software packages are available from NCTC and many other sources. NCTC offers several on-line courses.
Correspondence Courses: Courses are available from NCTC, the National Independent Study Center, The Graduate School - USDA, and many other sources.
Professional Society Membership (Example American Fisheries Society)
Meeting, Workshop, Seminar, Symposia, and Conference attendance
Local Classes: Skill Track, Fred Pryor, etc..
Library Resources: NCTC on-line library, local college or university
Advanced Degree Program: Graduate Degree Program with WVU; local college or university

6. **Discuss the Development Plan with your Employee**

   Discuss the assessment and training with your employee and make any necessary modifications. The supervisor and employee should sign and date the plan.

7. **Demonstrated Job Performance**

   The final column on the plan is the most critical. Once the employee has shown through work performance that they have acquired the competency, the supervisor should put a date acquired in the column Competency Demonstrated on the Job. The employee will have successfully completed the training plan when a date has been entered for all the competencies.

8. **Review and Modifications**

   This plan should be reviewed at least annually and modified as situations or needs change.

Individual Development Plan for GS-343 FPL 11

Employee:_____ Signature:_____ Date:

Supervisor:_____ Signature:_____ Date:

Employee's Reporting Date: _____

Short Term Development Goals (1-3 years)
Long Term Career Goals (3-5 years)

Record of Training

Mandatory training requirements for the employee's position have been identified and scheduled.

Course: _____ Date/Location: _____ Completed: _____

Course: _____ Date/Location: _____ Completed: _____

Competencies Needed for this Position:	Already Possesses Competency	Further Observation/ Practice Needed	Training Required (Y/N)	Training Method	Projected Training Dates	Dates Training Completed	Competency Demonstrated on the Job
- Business Acumen -							
Human Resource Management/Developing Others: assesses currently and future staffing needs based on organizational goals and budget realities. Using merit principles, ensures staff are appropriately selected, developed, utilized, appraised, and rewarded; takes corrective action.					____/____/____	____/____/____	____/____/____
Financial Management: demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area; uses cost-benefit thinking to set priorities; monitors expenditures in support of programs and policies. Identifies cost-effective approaches. Manages procurement and contracting.					____/____/____	____/____/____	____/____/____
- Leading People -							
Team Building: inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, and trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.					____/____/____	____/____/____	____/____/____
Conflict Management: identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.					____/____/____	____/____/____	____/____/____

Competencies Needed for this Position:	Already Possesses Competency	Further Observation/ Practice Needed	Training Required (Y/N)	Training Method	Projected Training Dates	Dates Training Completed	Competency Demonstrated on the Job
- Building Coalitions/Communication -							
Partnering: develops network and builds alliances, engages in cross-functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts of build and strengthen internal support bases.					____/____/____	____/____/____	____/____/____
- Results Driven -							
Problem Solving: identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organization problems.					____/____/____	____/____/____	____/____/____
Accountability: assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans, and focuses on results and measuring attainment of outcomes.					____/____/____	____/____/____	____/____/____
- Leading Change -							
Creativity and Innovation: develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.					____/____/____	____/____/____	____/____/____